

**MINUTES
LIBRARY BOARD OF TRUSTEES**

February 15, 2011
5:00 P.M.
Central Library
7111 Talbert Avenue
Huntington Beach, CA 92648

ROLL CALL:

MEMBERS PRESENT: Croteau, Budwig, Cox, Lewis, Miles and Vogel

MEMBERS ABSENT: Kuperberg

STAFF PRESENT: Beverage, Blassingame

COUNCIL LIAISONS PRESENT: None

PRESENTATIONS/COMMENDATIONS:

Ms. Beverage announced that Janet Judson was the Dewey Award winner for the month of January for providing constant and consistent assistance with Children's programming.

MINUTES: January 19, 2011

CHAIR CROTEAU ENTERTAINED A MOTION TO ACCEPT THE MINUTES AS SUBMITTED: SO MOVED BY MR. LEWIS AND SO SECONDED BY MR. MILES. AS NONE WERE OPPOSED, THE MINUTES OF JANUARY 19, 2011 WERE APPROVED.

ORAL COMMUNICATIONS/PUBLIC COMMENTS:

ADMINISTRATIVE ITEMS:

Ms. Blassingame asked that the January minutes, since approved, be signed by the Chair.

DISCUSSION ITEMS:

F-1. Library Strategic Plan

Ms. Beverage reported that a summary of the Library's Strategic Plan progress was emailed to all members of the Community Committee.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F-2 City Strategic Plan

Ms. Beverage confirmed that the final Strategic Plan documents were received by the members of the Board and reported on the Strategic Plan retreat that took place on Friday, January 28, 2011. She summarized the purpose of the meeting and explained the City's strategic direction for the next six

months, including the effect the current economy had on PERS. Mr. Lewis asked if the PERS increase affected Safety the most and Ms. Beverage confirmed it did.

Ms. Beverage also reported that the City Manager requested that each Department Head consider options to increase revenue and reduce spending.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F-3 City Budget

Ms. Beverage reported that the results of the City's Strategic Plan prompted the City Manager to review current programs and asked Department Heads to classify all programs as a Core Service, a Very Importance Service or a Value-Added Service, and to provide a total cost for each and every program. She added that the Library Services department has made many cuts to the operating budget since she began, as well as an unanticipated reduction in staff, and the library is running lean as it is. She will provide results of the information gathering to the Board at the next meeting.

Ms. Beverage reported that the City is also opposing the Governor's proposal to eliminate literacy and library grant funding. She explained that she sent a letter to each State Representative and Assembly person urging them to stand and oppose the proposed elimination of funding. Ms. Beverage added that eliminating the grant funding would impact Brainfuse, Literacy, and Get Involved volunteer programs at this library, and would be a small amount saved compared to the entire deficit.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F-4. Library Policy Development

Ms. Beverage confirmed that Board members had received and reviewed the library policies titled **Gifts and Donations** and **Programming and Youth Services**, and requested that the Board members suggest revisions or approve the policy as written.

Ms. Beverage explained that many patrons offer donations in the form of statues, paintings, medals and other non-library materials, and that the library does not have the capacity to accept these items. A policy was developed to provide guidelines to staff and patrons.

CHAIR CROTEAU ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW GIFTS AND DONATIONS POLICY: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MR. LEWIS. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY'S GIFTS AND DONATIONS POLICY.

Ms. Beverage explained that with the restructuring of the library divisions, a new policy was needed to outline the focus for programming and for youth services.

CHAIR CROTEAU ENTERTAINED A MOTION TO APPROVE THE LIBRARY'S NEW PROGRAMMING AND YOUTH SERVICES POLICY: SO MOVED BY MR. BUDWIG AND SO SECONDED BY MR. MILES. AS NONE WERE OPPOSED, THE BOARD ADOPTED AND ACCEPTED THE LIBRARY'S PROGRAMMING AND YOUTH SERVICES POLICY.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

F5. Library “Lost and Paid” Item Refunds

Ms. Beverage provided an update, explaining that a procedure was developed to simplify the process, eliminating refunds and the acceptance of like-items, instead accepting only monies to replace the lost item. She added that all desk staff will receive training in the new procedure and a link has been added to the internal library webpage for employee reference.

Chair Croteau asked if there were any further questions or comments and, there being none, she moved to the next item.

INFORMATION ITEMS:

Ms. Blassingame distributed the Oak View and Family Literacy update. She also reported that the Volunteer Appreciation event is scheduled for Monday, April 11, 2011, and asked Library Board members to hold the date; an invitation would be mailed shortly.

Ms. Blassingame distributed parking passes to Library Board members Ms. Cox, Mr. Miles and Mr. Budwig.

COMMITTEE REPORTS:

Library Support Organizations:

There was no information from the Friends of the Library or the Friends of the Children’s Library.

Mr. Budwig distributed the Orange County, California Genealogy Society calendar of upcoming events and shared that the annual Book Fair is scheduled for Saturday, March 5 at the Central library.

CALTAC:

Ms. Beverage informed the Board that the next workshop is in March at the Monrovia Public Library. Ms. Blassingame will send out a reminder email.

LIBRARY BOARD COMMENTS: None

STAFF COMMENTS: None

ADJOURNMENT: Chair Croteau entertained a motion to adjourn the meeting. Mr. Lewis moved to adjourn the meeting and Mr. Miles seconded the motion. There being no more business, the meeting was adjourned.

Respectfully submitted by,

Betty Croteau, Chair